

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Number: B99-11

Date: August 9, 1999

Expiration Date: 06/30/00

69:141:va:3035

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: REVISED CO-ENROLLMENT TECHNICAL ASSISTANCE GUIDE

This information bulletin transmits the Co-Enrollment Technical Assistance Guide, DE-8306 Rev. 1 (5-99) and announces the release of two revised forms: Trade Act Inquiry Form, DE 8307 Rev. 1 (5-99) and Referral Form, DE 8308 Rev. 1 (5-99). This guide is to assist the Employment Development Department (EDD) Job Service, Service Delivery Area (SDA), and Private Industry Council (PIC) staff in serving trade-impacted dislocated workers.

The procedures contained in the Co-Enrollment Technical Assistance Guide establish eligibility requirements for applicants of Trade Adjustment Assistance and North American Free Trade Agreement Transitional Adjustment Assistance. In addition, the procedures are intended to help promote cooperative efforts among local partners. The local EDD field offices and the Job Training Partnership Act partners may tailor the procedures to meet their specific coordination needs.

The EDD Field Office Directive (FOD) 99-73 is also attached; it provides additional information for EDD, SDA, and PIC staff.

If you have any questions about this guide, please contact Dinnie Meeks at (916) 654-9430.

/S/ BILL BURKE  
Assistant Deputy Director

Attachment: *FOD 99-73*

Other attachments are available in our Resource Information Center or by clicking on the links below. Copies may also be obtained by e-mailing JTPD at [JTPDLIB@EDD.CA.GOV](mailto:JTPDLIB@EDD.CA.GOV) (subject line should read: "Attachment") or contacting Gia Valla at (916) 654-7686.

1. [DE 8306 Trade Act Co-Enrollment Technical Assistance Guide](#) (PDF) (100k)
2. [DE 8307 Trade Act Inquiry Form](#) (doc)
3. [DE 8308 Referral Form](#) (doc)

\*\*\*\*\* FIELD OPERATIONS DIRECTIVE 99-73 \*\*\*\*\*

TO:	Division Chiefs Employment Development Administrators Managers	FOD No. 99-73 Issued: JUL. 2, 1999 Expires: JUN. 1, 2000
-----	--	--

FROM: Operations Branch  
Unemployment Insurance Division

SUBJECT: TRADE ACT CO-ENROLLMENT TECHNICAL ASSISTANCE GUIDE

EFFECTIVE DATE: JULY 2, 1999

CONCERNED STAFF: All UI and JS staff

CONTACT:	NAME	TELEPHONE	FAX
	Customer Service Unit	(916) 654-8577 (916) 654-8610 (916) 654-3832 (916) 654-8682	(916) 654-8117

TAO ID: UI.Questions  
E-Mail Address: Questions, UI@EDDEMC2

## I. PURPOSE/BACKGROUND

- A. This directive announces the release of the revised Trade Act Co-enrollment Technical Assistance Guide, DE 8306 Rev. 1 (5-99). The purpose of this Technical Assistance Guide (TAG) is to assist Employment Development Department (EDD) Job Service (JS) staff, Service Delivery Area (SDA) staff and Private Industry Council (PIC) staff in serving trade affected dislocated workers.
- B. This directive announces the release of two revised forms; Referral Form, DE 8308 Rev. 1 (5-99) and Trade Act Inquiry Form, DE 8307 Rev. 1 (5-99). The Referral Form may be used by EDD and SDA/PIC to refer clients to either agency for co-enrollment purposes. The Trade Act Inquiry Form may be issued by any partner of EDD to the partner's clients. This completed form will assist the partner agency in identifying potential trade affected workers or employers.
- C. All references to in-person filing of Trade Adjustment Assistance (TAA) and North American Free Trade Act Agreement Transitional Adjustment Assistance (NTAA) applications were deleted from the DE 8306 as well as other minor revisions. A typographical error was corrected on the DE 8308. The DE 8307 has information added about NTAA to several questions as well as an elimination of a question regarding why the applicant believed his/her job was lost through imports from other countries.

## II. PROCEDURES/INSTRUCTIONS

- A. The procedures contained in the Co-enrollment Technical Assistance Guide are designed to promote cooperative partnerships, maximize resources, and establish requirements for determining and verifying the eligibility of co-enrollment of applicants for TAA/NTAA and Job Training Partnership Act (JTPA). These procedures should be used in conjunction with existing procedures or manuals. The local JS and SDA/PIC partners may tailor the co-enrollment procedures to meet their specific coordination needs.
- B. It is anticipated that by July 7, 1999, all EDD JS parent sites will receive ten copies of the TAG, a supply of DE 8308 (English only) and DE 8307 (English and Spanish). It is also anticipated that the TAG and forms will be placed on the Job Training Partnership Division Website. The website address is <http://www.edd.ca.gov/emptran.htm>.
- C. Order Stock

The EDD JS sites may order additional Trade Act TAGs, Referral Forms and Trade Act Inquiry Forms directly from Business Operations Planning and Support Division using a Publication Center Service Request, DE 1903. When ordering, send a sample of the requested document. Listed below are the documents referenced above:

DE NUMBER	FORM/PUBLICATION TITLE
DE 8306	Trade Act Co-Enrollment Technical Assistance Guide
DE 8308	Referral Form
DE 8307	Trade Act Inquiry Form
DE 8307/s/	Trade Act Inquiry Form (Spanish)

## III. REFERENCES

Trade Act Manual, Sections 01-01-00, 04-01-02 and 04-04-01

## IV. ADDITIONAL MATERIAL

None.

/S/ HAVEN T. BAYS  
Interim Deputy Director  
Operations Branch